

3. Payroll

4. Travel

5. Accounts

6. Claims

7. Fiscal Inspector

8. [Redacted]

9 November 1950

Management Officer

Chief, Administrative Staff

Draft of Notice Regarding Salary Payments Under
Power of Attorney Agreements

copy sent to payroll
STAT

1. Transmitted herewith for your consideration is a proposed Notice which permits the general disposition of salary payments through use of the power of attorney system.

2. At the present time, payments under Powers of Attorney are restricted to those instances where employees are in a travel status or on extended leave. Requests for agency-wide application of the system have been made from time to time, but it was not adopted because of problems then apparent. It is now felt that the system can be activated but it will require an increase of two payroll clerks in the T/O of the Payroll Branch, Fiscal Division. This increase is based on an estimated average of one clerk to each 750 employees receiving Power of Attorney service, the expectation being that approximately 1500 will desire the service. The system should not be established until the positions are provided for and the incumbents have reported to duty in the Payroll Branch.

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3. This matter has been informally coordinated with IASS [Redacted] and the opinion expressed is reflected in the proposed Notice. To elaborate, it is not deemed advisable that the Agency correspond with financial institutions regarding salary payments under the power of attorney system for to do so would identify numerous individuals with the Agency. Accordingly, the proposed Notice requires the employee to transmit his Power of Attorney Agreement to the financial institution of his choice. The Fiscal Division will be notified of the action taken on receipt of the copy of the Agreement and will mail the employee's checks to the institution in Treasury Department envelopes, no identification with the Agency being made. The Power of Attorney Form does not require the naming of the Government establishment having jurisdiction over the employee executing the Form.

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4. Should further information be desired, please advise.

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VLB/mg

cc: Signer's Copy

Fiscal Div (2)✓

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No Change in [Redacted]
Declassified
Class. Changed [Redacted]
Auth: [Redacted]
Date: 25 OCT 1978

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